



ECONOMIC MOBILITY COORDINATOR

Department:	Program	Job Status:	Full-time
FLSA Status:	Exempt	Reports To:	Community Hub Manager
Work Schedule:	M–F; some evenings	Positions Supervised:	None
Effective Date:	10/1/2026	Last Revision Date:	5/21/2026

POSITION SUMMARY

The Economic Mobility Coordinator supports families with minor children in building income, employment stability, and long-term economic independence through one-on-one coaching with families on employment goals, job search, resume development, interview preparation, financial coaching, and digital literacy, and coordinates closely with workforce partners, and other agency program support staff. The Economic Mobility Coordinator also supports group workshops at the Community Services Hub on job readiness, financial education, and benefits navigation.

ROLES AND RESPONSIBILITIES

- Provide one-on-one, strength-based, person- centered economic mobility coaching to families, including: career goal-setting, resume development, interview preparation, job search support, financial coaching, budgeting, and benefits navigation.
- Coordinate closely with Prevention Coaches and Rapid Rehousing Case Managers so that economic mobility goals are integrated with each family's broader support plan.
- Build and maintain relationships with workforce development partners including American Job Center, Urban League, local job fairs, training programs, and local employers to expand employment, training, certification, and career advancement opportunities for families.
- Make warm referrals to workforce training, certification programs, and direct employment opportunities. Follow up to confirm enrollment and outcomes.
- Plan and facilitate workshops on job readiness, resume building, financial literacy, digital literacy, and benefits cliff navigation.
- Build partnerships and connect families with local colleges/universities, trade schools, GED/Hi-Set classes, and other post-secondary programs.
- Track family progress on economic mobility outcomes including employment status, hours, wages, income growth, and benefits transitions.
- Partner with families to identify and address barriers to employment and economic stability, including transportation, childcare, digital access, training needs, benefits transitions, and other individualized needs.
- Approve and document grant-funded work supports (transportation, work clothing, certification fees, etc.) in compliance with funding and documentation guidelines.

- Provide follow-up coaching after employment to support job retention, advancement, wage growth, and successful navigation of changes in public benefits.
- Enter accurate, complete, and timely data for all family contacts in Salesforce.
- Provide all required documentation in a timely manner.
- Work in a variety of settings with culturally diverse families, communicating in culturally sensitive and appropriate ways.
- Participate in regular staff meetings, training, and supervision.
- Maintain confidentiality when dealing with sensitive client information.
- Adhere to agency policy, procedures, and the professional code of ethics.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Must meet Safe Haven's core values: strive for excellence, serve with compassion, never stop learning, embrace inclusion, cultivate collaboration, communicate with integrity.
- Bachelor's degree in Social Work, Workforce Development, Business, or related field; comparable field experience considered.
- Two to four years of experience in workforce development, employment coaching, financial coaching, career counseling, or related field.
- Knowledge of Nashville's workforce development landscape strongly preferred.
- Training in or familiarity with Trauma Informed Care, Motivational Interviewing, and financial coaching strongly preferred.
- Excellent group facilitation skills.
- Valid driver's license and clean motor vehicle record required.
- Proficient in Microsoft Office; Salesforce experience preferred (training provided).
- Bilingual (English/Spanish) strongly preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work Environment: Office, Community Services Hub, and out in community.
- Must be able to sit / stand for 8 hours.
- Walking, bending, lifting up to 25 lbs.
- Must be able to travel to community service providers, housing and property, and to families in need.
- Ability to drive agency vehicles including 15-passenger van.

SALARY / BENEFITS

Starting salary, commensurate with experience and education: \$50,000–\$55,000

Benefits:

- 100% Employer-paid health and dental for individuals
- Additional discounted family coverage available as well
- 18 PTO Days plus 8 sabbatical days annually
- 14 Paid Holidays annually plus 4 floating holidays
- Paid parental/family leave
- 401K Plan (with 5% employer match)

- Employer paid short-term and long-term disability
- Flexible Spending Account options
- Voluntary vision and life insurance

APPLICATION INSTRUCTIONS

If you are interested in this role, please submit an application on our website: [Safe Haven Family Shelter Jobs](#)